

Welcome  
and thank you for choosing



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## Login Data

- ✓ Connect to [elearning.santillanausa.com/licensing](http://elearning.santillanausa.com/licensing) (no www in front). Select School Admin.



- ✓ Enter your login data. This information will come in an e-mail previously sent from Santillana USA.
  - Enter username and password.
  - Then, click on Log in.

## Summary of Products Purchased

- ✓ Once you have accessed the platform, you will arrive on the Admin-Panel. From this page, you can view a summary of the products you have purchased:
- The expiration date
  - Usage Information (total number of Students or Teachers you have enrolled)

The screenshot shows the SANTILLANA USA Admin-Panel. The top navigation bar includes the SANTILLANA USA logo, a welcome message for 'Monica' (logged in as torresk12), and links for 'Index', 'Quick Links', 'Log Out', 'Results', and 'Help'. On the left, a sidebar menu lists 'Descubre el Español', 'Parents Purchases', 'New User', 'CSV Import', 'Manage Users', and 'Student Results'. The main content area is titled 'Main' and displays a summary of purchased products. It shows '5 Student(s)' and '2 Teacher(s)'. Below this, four product entries are listed: 'Descubre Online: A', 'Student eBook: A', 'Teacher Resources: A', and 'eLearning Center:'. Each entry includes a 'Product' label with its name and a 'Usage Information' label with its details. Blue arrows point from the 'Product' and 'Usage Information' labels to their respective columns in the table.

Product	Usage Information
Descubre Online: A	Valid From: 2013-07-08 Expiration: 2014-10-08 Usage: 5/5 users Expired: No
Student eBook: A	Valid From: 2013-07-08 Expiration: 2014-10-08 Usage: 5/5 users Expired: No
Teacher Resources: A	Valid From: 2013-07-08 Expiration: 2014-10-08 Usage: 2/1 users Expired: No
eLearning Center:	Valid From: 2013-07-08 Expiration: 2014-10-09 Usage: 2/0 users Expired: No

# How to create a NEW USER and assign Products

- ✓ In order to create a NEW USER:

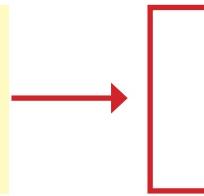
- Click on Users in the left column and then select NEW USER.  
**We recommend that you first create Teacher Users before creating Student Users.** This will allow you to later assign students to teachers.

The screenshot shows the Santillana CMS interface for creating a new user. On the left, there's a sidebar with links like 'New User' (which is highlighted with a red box and has a red arrow pointing to it), 'Import', 'Manage Users', and 'Student Results'. The main content area has two tabs: 'Santillana - CMS - New User' (active) and 'New User Config'. The 'New User' tab contains fields for First Name, Last Name, E-mail, Address 1, Address 2, Telephone, Birthdate (set to 2013-1-1), Username, Password, Confirm, and User Type (set to Teacher). The 'Add user' button is at the bottom. The 'New User Config' tab contains sections for GENERAL (License Type A), DESCUBRE (Thematic access No), TEACHER (Teacher Resources access No), and eLearning Center (eLearning Center access No). Each section includes a note about required licenses.

- ✓ Steps to create a USER:
- For TEACHER: Complete all the user information.

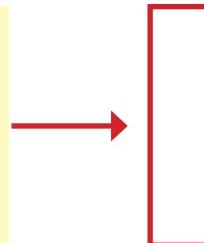
1

First Name,  
Last Name and E-mail  
are required.



2

Address, telephone,  
and birthday are  
optional fields.



3

Enter a username and  
a password.



4

Confirm the password.



5

Select the type of user:  
Teacher.



**Santillana - CMS - New User**

Fields marked with a \* are required

First Name *:	<input type="text"/>
Last Name *:	<input type="text"/>
E-mail *:	<input type="text"/>
<hr/>	
Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
Telephone:	<input type="text"/>
Birthdate:	<input type="text"/> 2013 <input type="text"/> 1 <input type="text"/> 1
<hr/>	
Username *:	<input type="text"/>
Password *:	<input type="text"/>
Confirm *:	<input type="text"/>
User Type:	<input type="text"/> Teacher

✓ Steps to assign the products:

6

In the License Type field, select the **Descubre el español** Program Level that you wish to assign.



7

Select the products that user has access to.



8

When finished filling all the information, click on the ADD USER button.

**New User Config**

**GENERAL**

Level: A **Select the Level**

BE SURE TO SELECT THE LEVEL YOU HAVE PURCHASED SO THAT THE STUDENTS AND TEACHERS HAVE ACCESS TO THE APPROPRIATE LEVELED RESOURCES.

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**DESCUBRE**

Can access Teacher eLearning Center: No **Select YES**

A VALID ELEARNING CENTER LICENSE IS REQUIRED FOR ENABLING: TEACHER'S GUIDE, ANNOTATED EDITION OF PRACTICE BOOK, ASSESSMENT SYSTEM AND BLMS. (TEACHER ONLY)

Can access Teacher Resources: No **Select YES**

A VALID TEACHER RESOURCES LICENSE IS REQUIRED FOR ENABLING: STUDENT EBOOK AND ONLINE ACTIVITIES (TEACHER ONLY)

Can access Thematic: No **Select YES only if product was purchased**

A VALID THEMATIC LICENSE IS REQUIRED FOR ENABLING THEMATIC BOOKS ACCESS.

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**TRADE**



Add user

- ✓ Steps to create a USER:
  - For **STUDENT**: Complete all the user information.

**Santillana - CMS - New User**

Fields marked with a \* are required

1	First Name, Last Name and E-mail are required.	<input type="text" value=""/>
2	Address, telephone, and birthday are optional fields.	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input style="width: 40px; height: 20px;" type="text" value="2013"/> <input style="width: 40px; height: 20px;" type="text" value="1"/> <input style="width: 40px; height: 20px;" type="text" value="1"/>
3	Enter a username and a password.	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>
4	Confirm the password.	<input type="text" value=""/>
5	Select the type of user: Student.	<input type="text" value="Student"/>
6	The Assigned Teacher field is only valid when creating a Student User type. Use this field to assign Students to a particular Teacher.	<input type="text" value="Maestro Uno"/>

ONLY VALID WHEN CREATING A STUDENT TYPE USER.

✓ Steps to assign the products:

6

In the License Type field, select the **Descubre el español** Program Level that you wish to assign.



7

Select the products that user has access to.



**New User Config**

**GENERAL**

License Type:

THE LICENSE TYPE RULES STUDENT/TEACHER TYPE USERS AND DEFINES THEIR ACCESS TO LEVELED RESOURCES.  
I.E.: DESCUBRE ONLINE, TEACHER RESOURCES BOOKS, ETC.

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**DESCUBRE**

Can access eBook:

A VALID EBOOK LICENSE IS REQUIRED FOR ENABLING EBOOK ACCESS. (STUDENTS ONLY)

Can access Descubre Online:

A VALID DESCUBRE ONLINE LICENSE IS REQUIRED FOR ENABLING DESCUBRE ONLINE ACCESS. (STUDENTS ONLY)

Can access Anthologies:

A VALID ANTHOLOGIES LICENSE IS REQUIRED FOR ENABLING ANTHOLOGIES ACCESS. (STUDENTS ONLY)

Can access Thematic:

A VALID THEMATIC LICENSE IS REQUIRED FOR ENABLING THEMATIC BOOKS ACCESS.

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**TRADE**

Can access Children's Literature:

This field does not apply.  
Please disregard.

A VALID CHILDREN'S LITERATURE LICENSE IS REQUIRED FOR ENABLING CHILDREN'S LITERATURE ACCESS.

8

When finished filling all the information, click on the ADD USER button.



Add user

## Import a list of users with CSV

- ✓ Please follow the instructions below to easily import a list of students into the platform.

### General information

- Create a CSV file using a program like Office Excel or use the sample document available for download.
- This tool is only for adding student users.
- Avoid special characters like: , . \* - ' "

### STEP 1:

- First, teachers will have to be added through the single-user system (manually).

### STEP 2:

- The assigned teacher's ID can be found under the "Manage Users" interface (left column) in the system.

ID	Last Name	First Name	Username	Type	E-Mail	School	License Type	eBook Access	Descubre Online Access	Teacher R. Access	Children's Lit. Access	eLearning C. Access	Anthology Student Access	Thematic Access	Teacher	Actions	
3702	Student 1A	CSV	csvstudent1a	student	kacosta@edi.santillanausa.com	CSV TEST SCHOOL	A	✓	✓	✗	✗	✗	✗	✗	0		
3703	Student 1B	CSV	csvstudent1b	student	kacosta@edi.santillanausa.com	CSV TEST SCHOOL	B	✓	✓	✗	✗	✗	✗	✗	0		

### STEP 3:

- Populate the CSV file with your data.
- It is important to know that the platform requires information to be placed in a certain order according to the database's standards. The current format is:

### OUR PRODUCT

Teacher ID	Username	First Name	Last Name	Address	Telephone	Birthdate	E-mail	Level (License Type)	User Type	eBook	Online	Teacher Resources	My eBooks	eLearning Center	Thematic Anthology
1 3000 pruebalearninga	Prueba	eLearning A	2023 NW 84 TH AVE	3055919522	1/23/12	prueba@edi.santillanausa.com	A	student	yes	yes	no	yes	no	no	no
2 3000 pruebalearninga2	Prueba	eLearning A	2023 NW 84 TH AVE	3055919522	1/23/12	prueba@edi.santillanausa.com	A	student	no	yes	yes	yes	no	yes	yes
3 3000 pruebalearninga3	Prueba	eLearning A	2023 NW 84 TH AVE	3055919522	1/23/12	prueba@edi.santillanausa.com	A	teacher	no	no	yes	no	yes	no	no
4															
5															
6															

#### Notes:

- It is important to enter the correct teacher ID, or the value 0 if there is no teacher assigned.
- Level (License Type) accepts the following values: A, B, C, D, E, and F, according to the program levels purchased.
- Do NOT add headers to your CSV file! The file should contain ONLY the data that will be inserted to the database. i.e.: No “User/Username/Name/Lastname” headers for the table.
- Max upload size: 10 MB
- Do NOT add commas to your in-cell values! i.g.: Miami, Florida
- Do NOT leave empty columns. Please write: none

#### STEP 4:

- Once you save the CSV file, click on the BROWSE button and UPLOAD your document.

#### STEP 5:

- Follow the on-screen instructions to verify that the data has been properly added. Then press SEND.

- ✓ In order to edit or manage the user data, click on MANAGE USERS in the left column.
  - You can search a user by name.
  - You can edit the user information using the pencil tool icon .
  - You can change any user information, including user password. You can't change the username.
  - If you want to delete a user, just click on the Delete user tool .
  - Scroll all the way down to the right to see the "Delete" icon and the "Edit" pencil .
  - You can generate an Excel report with information to share with teachers.

ID	Last Name	First Name	Username	Type	E-Mail	School	License Type	eBook Access	Descubre Online Access	Teacher R. Access	Children's Lit. Access	eLearning C. Access	Anthology Student Access	Thematic Access	Teacher	Actions	
6556	Prueba July23	Maestro	teacherJuly23	teacher	kacosta@santillanausa.com	Prueba Elementary	C								None		
6557	Prueba July23	Maestro2	teacher2July23	teacher	kacosta@santillanausa.com	Prueba Elementary	C								Maestro Prueba July23		

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

- ✓ In order to manage the parent purchase data, click on PARENT PURCHASES in the left column.
- You can search a user by name.
  - Review the list of users that already bought the product.
  - You can edit the user's information, including the passwords. Usernames can not be changed.
  - To assign a group of student to a particular teacher:
    1. Click on PARENT PURCHASE tab.
    2. Click on SELECT, user by user.
    3. Select the Teacher on the dropdown menu that you previously created.
    4. Click on ASSIGN STUDENTS button.

Welcome Monica  
Logged in as testCCDE

Index / Edit Licenses

Quick Links  
Popular shortcuts

Index Log Out Results Help

**Descubre el Español**

**Parents Purchases** 1

New User

CSV Import

Manage Users

Student Results

Student Online Licenses - List

Teacher: Maestro3 Prueba Assign Students 4

Show 10 entries Maestro3 Prueba 3

Search:

ID	Username	First Name	Last Name	E-Mail	Product Name	License Name	Level	Actions
6447	fabian3anos	Fabian	Fernandez	mcandelas@santillanausa.com	Descubre el Español	Descubre el español Student eBook 3-year License	A	Select: 2

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

- ✓ There are two possible scenarios for multi-year licenses with *Descubre el español con Santillana*:
  - I. The school has multiple levels of the program available, so students will pass from one level to the next within the program.
  - II. Only one level of the program is available, so students do not pass from one level to the next.
- ✓ Please follow the procedures listed below according to the situation that is applicable to your school or district.
  - I. The school has multiple levels of the program. Passing students from one level to the next.
    1. Before beginning, you may wish to export student data from the *Descubre el español con Santillana* eLearning Center into an Excel document. While student profiles may be transferred from level to level, the data about the student's progress and participation will not. This data, once exported, can be compiled to track student progress.

The screenshot shows the 'Santillana - CMS - Manage Users' interface. The left sidebar has a 'Manage Users' section highlighted. The main area displays a grid of user information with columns for ID, Last Name, First Name, Username, Type, E-Mail, School, License Type, eBook Access, Descubre Online Access, Teacher R. Access, Children's Lit. Access, eLearning C. Access, Anthology Student Access, Thematic Access, and Teacher Actions. Two users are listed: one with ID 6447 and another with ID 6570. The 'Actions' column for each user has a red pencil icon with a minus sign over it. At the bottom, there are links for 'First', 'Previous', 'Next', and 'Last'.

ID	Last Name	First Name	Username	Type	E-Mail	School	License Type	eBook Access	Descubre Online Access	Teacher R. Access	Children's Lit. Access	eLearning C. Access	Anthology Student Access	Thematic Access	Teacher Actions	
6447	Fernandez	Fabian	fabian3anos	student	mcandelas@santillanausa.com	Test CC K-12 (Delete)	A	✓	✓	✗	✗	✗	✗	✓	None	
6570	Prueba	Maestro3	maestro3pp	teacher	kacosta@santillanausa.com	Test CC K-12 (Delete)	A	✗	✗	✓	✗	✓	✗	✗	None	

2. First, you must delete the student profiles for the outgoing oldest class. For example, level F or the 5th grade class.
3. Next, you will assign the incoming fifth graders (previously in level E) to their new materials (level F this year). It is important that you change both the level to which the student has access as well as the teacher assigned to that student in the coming year. Then, select the product.
4. Continue progressively through the remaining students, from the upper levels to the lower levels.

The screenshot shows the Santillana CMS - Manage Users interface. On the left, there's a sidebar with links like 'Parents Purchases', 'New User', 'CSV Import', 'Manage Users' (which is highlighted with a red box and labeled '1'), and 'Student Results'. The main area has tabs for 'Index', 'Edit Users', and 'User'. Below these are 'Quick Links' for 'Popular shortcuts' (Index, Log Out, Results, Help).

**Main Form Fields:**

- First Name\*: Fabian
- Last Name\*: Fernandez
- E-mail\*: [technicalsupport@santillanausa.com](mailto:technicalsupport@santillanausa.com)
- Address 1: [empty]
- Address 2: [empty]
- Telephone: [empty]
- Birthdate: 2013 / 1 / 1
- Username\*: fabian3anos
- NEW Password: [empty]
- Repeat: [empty]
- If you don't wish to modify the password, leave these fields blank.
- User Type: Student
- Assigned Teacher: Maestro3 Prueba (highlighted with a red box and labeled '2')  
ONLY VALID WHEN CREATING A STUDENT TYPE USER.

**Edit User Config (Right Panel):**

- GENERAL**
  - Level: A (highlighted with a red box and labeled '3')  
BE SURE TO SELECT THE APPROPRIATE LEVEL SO THAT THE STUDENTS AND TEACHERS HAVE ACCESS TO THE APPROPRIATE MATERIALS.
  - Can access eBook: Yes (highlighted with a red box and labeled '4')  
A VALID EBOOK LICENSE IS REQUIRED FOR ENABLING EBOOK ACCESS. (STUDENTS ONLY)
  - Can access Descubre Online: Yes (highlighted with a red box)  
A VALID DESCUBRE ONLINE LICENSE IS REQUIRED FOR ENABLING DESCUBRE ONLINE ACCESS. (STUDENTS ONLY)
  - Can access Anthologies: No (highlighted with a red box)  
A VALID ANTHOLOGIES LICENSE IS REQUIRED FOR ENABLING ANTHOLOGIES ACCESS. (STUDENTS ONLY)
  - Can access Thematic: Yes (highlighted with a red box)  
A VALID THEMATIC LICENSE IS REQUIRED FOR ENABLING THEMATIC BOOKS ACCESS.
- TRADE**
  - This field does not apply.  
Please disregard.  
A VALID CHILDREN'S LITERATURE LICENSE IS REQUIRED FOR ENABLING CHILDREN'S LITERATURE ACCESS.

**Action Buttons:**

- Save user (highlighted with a red box and labeled '5')

5. This will leave you with one complete level available for incoming new students (first grade or kindergarten, for example). For these new entries, follow the steps for adding new users on page 5.

**Note:** While assigning each grade level's students to its new level, don't forget to delete student profiles for students who will not be enrolled this year, and to add student profiles for students who will be enrolling in each grade for the first time. The instructions for adding and deleting student profiles can be found on page 5.

- II. The school has only one level of the program available. Deleting student profiles and adding new ones.
  1. Before beginning, you may wish to export student data from the *Descubre el español con Santillana* eLearning Center into an Excel document. Once student profiles are deleted from the system, the data about the student's progress and participation will also be deleted. This data, once exported, can be compiled to track student progress.
  2. Because the students will not be continuing through multiple levels, first delete all student profiles per the instructions on page 12.
  3. Then, add this year's student profiles using the instructions on page 5.

- ✓ Remember to log out  at the end of your session.
- ✓ Be sure students and teachers login from [elearning.santillanausa.com](http://elearning.santillanausa.com) or [online.descubreespanol.com](http://online.descubreespanol.com)

**We hope you enjoy our product.**

✓ **Operating System (OS)**

- Microsoft Windows XP, SP2 (32-bit) or higher
- Mac OS 10.4.11 or higher
- IOS 4.1.1.0.4

✓ **Processor**

- Intel Pentium 4 or higher (Win)
- Intel Core 2 Duo 2GHz or higher (Mac)
- You can use a Single-Core Intel 2.0GHz, but it is slow.

✓ **RAM memory**

- 1GB or higher (Mac & Win)

✓ **Broadband Internet Connection**

- DSL (4Mb)
- The minimum is DSL 1.5 Mbps. With this you can access the page, but the experience of content will be slower, especially in the video section.

✓ **Recommended resolution**

- 1280 x 1024

✓ **Flash Player**

- 10 or higher

✓ **Acrobat Reader**

- 8.1 or later

✓ **Browser**

- For best performance, we recommend the following browsers:
  - Chrome 18.0.1025.162m or later
  - Firefox 3.6.28 or later
  - IE 9 version 9.0.8112 or later
  - Safari 5.1.5 or later

\*\* Any of these browsers need the Flash 10 plugin installed.

✓ **Firewall requirements**

- As long as the firewall is not blocking this site in particular, it should not be a problem. The pop-up blocker function in the browser needs to be disabled.